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Columbia, SC 29209-1639

**THIS FORM MUST BE COMPLETELY FILLED OUT
OR IT WILL BE RETURNED**

APPLICATION FOR ADP COMPUTER ACCESS

→ ***EMPLOYEE NAME: x** _____ ← ***SSN: x** _____
→ **DOB: x** _____ **NICKNAME: x** _____
Last First Middle
***SERVICE: Education Service Line *MAIL CODE: 141S *EXT.** _____
***TITLE:** _____ ***SEX: x** _____

FILE ACCESS REQUESTED

***PRIMARY MENU OPTION:** _____

SECONDARY MENU OPTIONS: _____
(List all menus needed)

***KEYS:** _____

***PERSON CLASS:** _____

***DEGREE:** _____

***APPROVAL:** _____
(Service Chief)

***APPROVAL:** _____
(Service Line ADP/Security Coordinator)

*** Required**
For IRM Use:

ACCESS ASSIGNED BY CIO or DESIGNEE: _____ **DATE:** _____